TAA: Entering TRAA

1. Find Client -- *Always make sure all necessary info is on the application screen*

2. Ensure the training plan has been entered

3. Service Screen – add new service
   a. Begin Date: the date TRAA begins
   b. Service/Activity Title: Additional TRA, search
      - TAA service
      - Additional TRA, search
        >select the request TRAA session
   c. Funding Stream: TAA
   d. Summary Description: TRAA
   e. Planned End Date: the earlier of the date the TRAA ends or school ends
   f. Service Note: start TRAA benefits

4. Extend the HCTC end date. If you are not able to change the end date because of prior ownership, contact the state TAA coordinator.
5.
6. Case Notes: Starting their TRAA because….

HINT: You can group several like transactions so you can cut and paste your service notes.

Follow standard protocol for submitting the request to Federal Claims. Make sure you have documentation that the person applied for training with 210-days of layoff or certification.